



West Virginia
State Medical
Association

Mentorship Program

Handbook

OVERVIEW OF THE MENTORSHIP PROGRAM:

The West Virginia State Medical Association advances health and promotes quality and safety in the practice of medicine in West Virginia by representing the interests of patients, public health, and physicians.

Successful physicians often look back on their careers and identify mentors. The relationships are generally informal and born from circumstance - attending physicians who taught them in medical school, co-residents with whom they trained, practice partners with whom they worked. WVSMA's Mentorship Program encourages these relationships through a formal mentor-mentee pairing program and informal networking at meetings and events. The program is open to WVSMA members who are students, residents and physicians who are in their first 10 years of practice after medical school.

WHAT CAN I EXPECT FROM A MENTOR?

Mentors are individuals with personal and professional experiences enabling them to provide advice, education and guidance. The scope and focus of a mentoring relationship varies. It reflects the participant needs.

Knowledge: Provide mentees with performance and improvement feedback suggestions.

Experience: Build a partnership focusing on personal and professional development. A mentor shares experience and networks and challenges the mentee to grow in a safe environment.

Advice: Provide information or an opinion about what the mentee should do in a specific academic or personal matter. A mentor gives honest input on handling difficult situations.

PROGRAM GOALS:

1. Share expertise, knowledge and skills
2. Demonstrate enthusiasm and optimism about the mentor-mentee relationship and the fields of medicine in which the mentee shows interest
3. Promote ongoing learning and growth
4. Provide constructive feedback and guidance
5. Help members set personal and professional goals
6. Help members celebrate accomplishments

ROLES OF THE PARTIES:

WVSMA

The WVSMA staff will facilitate the program.

- Provide education on how to successfully serve as a mentor.
- Match mentees to mentors.
- Suggest modes of communication and activities intended to enhance the mentor- mentee relationship.
- Host mentorship events at WVSMA meetings.
- Outline the advantages, guidelines, limitations and intent of the mentorship program.
- Assist in identifying potential participants' needs and objectives for potential mentoring partnerships.
- Maintain and evaluate the program's activities for ongoing modification and improvement.

Mentors

The mentor should:

- be interested, involved, positive and supportive.
- provide feedback on the mentee's ideas and questions.
- act as a role model.
- maintain confidences.
- demonstrate high standards of professionalism.
- communicate with the mentee.
- accept completion of the mentor-mentee relationship if advised by WVSMA.

Mentees

The mentee should:

- discuss expectations.
- be receptive to constructive criticism and feedback.
- be respectful of the mentor's time.
- demonstrate high standards of professionalism.
- communicate with the mentor and Mentorship Team.
- accept completion of the mentor-mentee relationship if advised by the Mentorship Team.

BEING A MENTOR OR MENTEE

Possible Areas of Focus:

- Transitioning from residency to practice
- Day-to-day challenges of practicing medicine
- Specific questions about medicine and surgery
- Work-life balance

Suggested Activities:

- Advising mentees about career opportunities, decisions about joining a practice, fellowship options.
- Attending events together such as continuing education offerings or WVSMA meetings.
- Taking advocacy leadership roles by attending WVSMA's Healthcare Summit, becoming a voice at the local and national level, and supporting public health issues.
- Supporting mentee research initiatives and providing information on awards, grants and WVSMA programs.
- Pursuing a WVSMA leadership role.

PROFILES:

Mentor and mentee applicants will complete profiles with their individual information and objectives in order to be paired. Profiles will be stored in a database and will be used only for pairing. They will not be shared with third parties. To create a profile, visit www.WVSMA.org/mentorshipprogram. You must be a WVSMA member to participate in the program.

AGREEMENT OF MENTOR AND MENTEE:

By completing a mentorship profile, the participant indicates his or her agreement with the following terms and conditions:

1. The participant agrees to make a good faith effort to comply with the performance objectives and suggestions outlined in this handbook. Failure to do so may jeopardize the individual's continued participation in the program.
2. The participant acknowledges his or her conduct as a mentor or mentee is subject to the Code of Medical Ethics of the American Medical Association.
3. The participant agrees WVSMA makes no representation or warranty regarding the nature or quality of the advice that the participant may receive from other program participants and that WVSMA shall have no liability for any act of any program participant or for any claim related to WVSMA's administration of the program.
4. The participant acknowledges that this program is not for recruitment purposes.

QUESTIONS?

Visit www.WVSMA.org/mentorshipprogram or email info@wvsma.org to learn more.